Shafique Ahmed Alavi

- Cell # +92 300 29 72 116
- **Email**: koolalavi2002@gmail.com
- **Date of birth**: 13th Aug 1977
- **Nationality**: Pakistani
- **C.N.I.C #** 41206-1513849-1
- **Driving License #** 8926 LTV (Valid)
- **Address:** 25F/160 Sector 25 Area
  Mall Road, Wah Cantt.

Applying for the Post of Driver Islamabad.

OBJECTIVE

I have a genuine interest working in a friendly and new environment. I have strong ambition to share my experience and learn through new experiences by working at any set up and committed to humanitarian principles and actions. I can work in Office/ Field without any time/language/physical/cultural restrictions.

EDUCATION

- **Secondary School Certificate (SSC)** *Board of Intermediate & Secondary Education Hyderabad.*
  (1990-92)

CERTIFICATES

- **Certificate of Participation in the Workshop on "Personal Hygiene"**(GIZ) Deutsche Gasellachaft fur Internationale Zusammenarbeit GMBH Karachi.

- **Certificate of Participation in Induction Event for National Personnel.**(GIZ) Deutsche Gasellachaft fur Internationale Zusammenarbeit GMBH Karachi.

EXPERIENCE

Driver ***17th April 2017 – 31stMarch 2019***

Deutsche Gasellachaft fur Internationale Zusammenarbeit(GIZ) GMBH Karachi Sindh.

KEY RESPONSIBILITIES

- Safely and responsibly performing all official travel using official vehicles.
- Regularly servicing and looking after official vehicles.
- Providing passenger transport in an official car for office, project or program staff, official visitors and guests.
- Running errands for the project office e.g. sending letters and messages, paying bills and buying smaller quantities of office supplies.
- Responsible for the program vehicle documents and their good condition, keeping a vehicle log and recording monthly maintenance.
- I have perform functions related to the category of driving including officials car's & maintenance responsibilities repair & all functions related to its category assigned by Head of Motor Transport

Driver

Rizwan & Co Engneering Construction Company Pvt ltd **Karachi Sindh.**

15-01-1997 to 01-12-2016

- Nineteen years Hands of General driving experience of Manual/ Automatic cars.

KEY RESPONSIBILITIES

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- Running errands for the project office e.g. sending letters and messages, paying bills and buying smaller quantities of office supplies.
- Responsible for the program vehicle documents and their good condition, keeping a vehicle log and recording monthly maintenance.
- Outstanding knowledge of driving vehicles.
- Knowledge of Vehicle and transport
- Exceptional map understanding abilities
- Communication and interpersonal knowledge
- Capable to work without help for long times.
- Use knowledge of local streets and traffic patterns to avoid heavy traffic
- Pay tolls
- Vacuum and clean interior of car

- Turn on and off meter
- Carry out packages and luggages
- Make minor repairs and adjustment
- Clean walkways
- Wash and dry window until they shine
- Put air in tries.

COMPUTER SKILLS

- Basic MS Office (MS Word, MS Excel, MS Power Point) as well as e – mail and internet.

LANGUAGE SKILLS

- Urdu, English (Elementary).

OTHER FACTS

- I'm very organized and a self-motivated worker, but I enjoy working as a team player. I have practical exposure & I have potential to learn more and grow fast.
- I have been recognized amongst bests in each department I have worked for, in my organization.

***REFERENCE*: Zahid Alavi from British High Commission Islamabad**
Cell # 0345-2127898
Mutiullah Alavi Senior Auditor
PMAD Wah Cantt Cell # 0300-9273199

To,

The Director HR
Project Director World Bank
D-43/1, Sharhre-e-Ghalib, Lane 3
Block 2 Clifton Karachi Sindhi

Subject: APPLICATION FOR THE POST OF DRIVER

Respected / Honorable Sir,

With due respect it is stated that I have some reliable sources some post of "Drivers" are lying vacant under your kind control. I offer my services for one of the same.

I have passed Matriculation from B.I.S.E Hyderabad Sindh

I am possessing the hands-on experience of car driving more than twenty years especially automatic and manual along with maintenance of fleet of Motor Transport and have valid driving license. Sir, if I get the opportunity to serve in your organization. I will put my best effort for the success of the organization.

Keeping in view my experiences I hope to receive a favorable and sympathetic response from your side.

Thanking you in anticipation

Waiting for your gentle response.

Yours Faithfully

Dated: 24th December-2022

Shafique Ahmed Alavi

Cell # +92 300 29 72 116
Address: Lilly Hut Muhallah
Sewan Sharif Distt Jamshoro Sindh.